

**303 JOB QUALIFICATION REQUIREMENTS FOR RETAIL ACTIVITY OPERATOR**

NAME: \_\_\_\_\_

RATE/RANK: \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Retail Activity Operator. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

**QUALIFICATION RECORD**

Trainee has been indoctrinated in this JQR and given a target completion date of \_\_\_\_\_.

Signature \_\_\_\_\_  
(Supervisor)

Date: \_\_\_\_\_

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Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Retail Activity Operator (JQR-303).

RECOMMENDED \_\_\_\_\_  
(Supervisor)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Division Officer)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Department Head)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Commanding Officer or Designated Representative)

Date: \_\_\_\_\_

Service Record Entry \_\_\_\_\_

Date: \_\_\_\_\_

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### 303 **JOB QUALIFICATION REQUIREMENTS FOR RETAIL ACTIVITY OPERATOR (CON'T)**

Estimated completion time: 8 weeks

Total points this workstation: 100

#### 303.1 **PREREQUISITES**

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

##### 303.1.2 **Fundamentals From This JQR:**

101 Safety Precautions

Completed \_\_\_\_\_ 10 points / 10% of Workstation  
(Qualifier/Date)

102 Security

Completed \_\_\_\_\_ 10 points / 10% of Workstation  
(Qualifier/Date)

105 Retail Activity Operator

Completed \_\_\_\_\_ 10 points / 10% of Workstation  
(Qualifier/Date)

##### 303.1.2 **Systems From This JQR:**

201 Cash Register

Completed \_\_\_\_\_ 20 points / 20% of Workstation  
(Qualifier/Date)

#### 303.2 **TASKS**

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What safety precautions must be observed?
- d. Perform/simulate this task IAW NAVSUP P-487.

##### 303.2.1 Receive breakout. (3 times)

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

##### 303.2.2 Maintain visual merchandise display. (3 times)

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

**303      JOB QUALIFICATION REQUIREMENTS FOR RETAIL ACTIVITY OPERATOR (CON'T)**

303.2.3 Maintain security. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.4 Maintain sanitation. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.5 Operate cash register. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.6 Handle cash received from sales. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.7 Turnover and account for cash received from sales in the 469. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.8 Prepare for the retail store for inventory. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.9 Receive merchandise directly into the retail store. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.10 Prepare an overring/refund voucher. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.11 Maintain required ship's store policy and merchandising signs. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.12 Receive and account for change fund. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.13 Determine restocking requirements. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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### 303 JOB QUALIFICATION REQUIREMENTS FOR RETAIL ACTIVITY OPERATOR (CON'T)

303.2.14 Price merchandise. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.15 Conduct price changes. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.16 Practice good customer relations. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.17 Dispose of unsalable stock. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.18 Accept payment by personal check. (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.19 Maintain breakout records. (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.20 Use car seal on retail store. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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Completion of 303.2 area comprises 20 points / 20% of workstation.

### 303.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What conditions require this infrequent task?
- e. Perform or simulate this task IAW NAVSUP P-487.

303.3.1 Process bulk sales. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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### **303 JOB QUALIFICATION REQUIREMENTS FOR RETAIL ACTIVITY OPERATOR (CON'T)**

#### 303.3.2 Process issues. (3 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

#### 303.3.3 Handle uncollectible checks. (3 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

#### 303.3.4 Conduct price checks. (3 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

#### 303.3.5 Post customer price list.

_____	_____
(Signature)	(Date)

#### 303.3.6 Prepare the store for underway periods. (2 times)

_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)

Completion of 303.3 area comprises 18 points / 18% of workstation.

### 303.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- a. What indications and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What operating limitations are imposed?
- e. Perform or simulate the corrective action for this abnormal condition IAW NAVSUP P-487.

#### 303.4.1 Cash register failure.

_____	_____
(Signature)	(Date)

### 303.5 EMERGENCIES

For the emergency conditions listed below:

- a. What indications and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What operating limitations are imposed?
- e. How does this emergency affect other operations?
- f. Perform or simulate the immediate action for this emergency condition IAW NAVSUP P-487.

### 303 JOB QUALIFICATION REQUIREMENTS FOR RETAIL ACTIVITY OPERATOR (CON'T)

303.5.1 Fire/Flooding. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.5.2 Break ins. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.5.3 Loss of power. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.5.4 Incapacitated operator. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.5.5 Emergency entry procedures.

_____ (Signature)	_____ (Date)
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Completion of 303.5 area comprises 10 points / 10% of workstation.

### 303.6 ON THE JOB TRAINING

Work as retail store operator under qualified supervision:

Normal Operations: (10 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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_____ (Signature)	_____ (Date)
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Completion of 303.6 area comprises 5 points / 5% of workstation.

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303.7    EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

303.7.1   Examinations – Pass a written examination.

\_\_\_\_\_  
(Signature)                      (Date)

303.7.2   Examinations – Pass a oral examination board.

\_\_\_\_\_  
(Signature)                      (Date)